



south dakota
DEPARTMENT OF EDUCATION

August 2011

Student Data Newsletter

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If there has been a change
in your school's Infinite Campus

Administrator, contact

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Fall Enrollment Deadline: Oct. 15, 2011

Data collected from the State and District Editions of Infinite Campus will be used to calculate state aid for the 2011-2012 school year. To ensure that the enrollments for your school are accurate and coded correctly, we have provided some helpful hints below.

1. User names and rights

Delete user names and passwords for staff members who no longer need access to the system. [Index>System Administration>User Security>User Groups](#). If you are using the State Edition, please contact Teri Jung at 773-8197 to have your calendars activated and to add/remove staff members.

2. Activate Your Calendars

To activate your 11-12 school calendar follow the following steps; [Index>System Administration>Calendar>School Years](#) – click on “11-12” year and put a check mark in the “Active” box. You will want to check your school calendar start & end dates, and your student day minutes. The path is: [System Administration>Calendar>Calendar>Calendar Tab](#).

STATE TRAININGS

The Department of Education will be holding a State Reporting Training the week of Sept. 12-16. Trainings will begin each day at 9 a.m.. and concluding at 4 p.m. Trainings have been scheduled so that overnight lodging will not be required.

Training Sites:

Sept. 12 - Lake Area Technical Institute, Watertown

Sept. 13 - Southeast Technical Institute, Sioux Falls

Sept. 14 - Kings Inn, Pierre

Sept. 16 - Howard Johnson, Rapid City

3. Calendar Types

With the new AYP module that is within Infinite Campus, we are asking all districts to correctly identify the calendar type that pertains to their facility. [Index>System Administration>Calendar>Calendar>Calendar Tab>](#).

All school calendars are required to be entered into Infinite Campus by the last Friday in August. This also includes home school calendars, regardless if you have students enrolled or not.

4. Home School Students/Calendars

Be sure that all students excused from public school attendance (home school – SDCL 13-27-3) are included and assigned to attendance center 99 within your home school calendar. Each public school must have a Home School calendar set up regardless if you have Home School students. When setting up a Home School calendar you will need to have a start/end date, grade levels, school terms, periods, and days (you will need to do a day's reset). You will also need to select the type of calendar. Ex: Homeschool would be coded as a Homeschool calendar.

5. Race/Ethnicity Designation for Home School Students

The Application for Public School Exemption Certificate form was recently updated to remove the race/ethnicity question due to the state having no legal authority to collect this information on Home School Students. The issue is that you are unable to save the enrollment record in Infinite Campus without completing the Race/Ethnicity fields. The decision was made to instruct school districts to use their best guess on the race/ethnicity of the home school student in order to get the record to save. The DOE does not report the race/ethnicity of Home School students on any state or federal reports therefore the accuracy of this particular piece of data is not critical. If the student is dually enrolled in the public school district for any services/classes, then the student's correct race/ethnicity must be reported on the student's Identities Tab.

6. Four Day School Week

Please check the 4-day check box on the calendar for each school that is would apply to.

NOTE: Do not check the 4-day check box if you have a preschool, kindergarten or rural school identified as having a 4-day school week. [System Administration>Calendar](#) For clarification, contact Teri Jung at (605) 773-8197.

7. Private School #98 (For Public School Use Only)

This attendance center will be used to hold students that are in early childhood and/or Out of District placements, students that may be in a private school but your school provides special services to them for a percentage of time. Any student that has 0% enrolled will be excluded from any funding calculations. Please make sure that any student that should be counted for funding purposes has a greater than 0% enrolled on their enrollment record.

8. Out of State-Private School #91

This attendance center allows school districts bordering another state to report resident students that may be attending private schools in another state. The reporting of these students will allow the Department of Education to include these students in the count for State and County Apportionment. If you have questions about your district's eligibility, contact Susan Woodmansey at (605) 773-4748 or susan.woodmansey@state.sd.us.

9. Enrollments

Make sure all students who have enrolled by **Friday, September 30** are included in your database. When a student transfers to a district from another South Dakota district, his/her data records can be transferred to the new district. You will need to enroll the new student in your district before you will be able to request the records. Using the records transfer is a vital part of the AYP calculation. Once you have requested the records within Infinite Campus and the records are released from the previous district, you will accept the transfer and the graduation tab will populate with the four year co-hort. The graduation tab is where we calculate the graduation rate for each district. The path to enroll a student is: **Index>Student Information>Student Locator** - Remember – if a child is transferring to your district from another SD district, the child should appear when you do a student locator search. If the child does not appear after the first search, try again using the “All People” search criteria. If you still do not get a match, please contact Teri Jung at (605) 773-8197 before creating a new student.

10. Transfers

When a student transfers from your district to another district, be sure to update your student data in a timely manner. Periodic updates will help eliminate duplicate records. If a student is absent for an extended period of time and you do not receive a request for transcripts for the child, refer to the administrative rule (24:17:03:08, note the change in the number of consecutive absence days) listed below.

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 15 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

If the student returns any time after the 15 school days, the student must still be dropped then re-enrolled. Create a new enrollment and use the day he/she returns as the status start date.

11. Students not returning

For students that are not returning to your district and you have received a records request, we ask that you please go back to their previous enrollment and correct the end status to the appropriate code. Ex. 03: In-state transfer You will need to delete the students enrollment for the 11-12 school year.

12. Preschool Enrollments (See: 24:17:01:07)

In order to get an accurate Fall Enrollment count, it is absolutely necessary that district enter ALL Preschool students into Infinite Campus. Students not yet enrolled in Kindergarten but who may be enrolled in a preschool program should be entered into Campus using the “PK” as the grade level in the grade level field. Students not yet enrolled in Kindergarten but who may be receiving Special Education services through your school district should be entered Infinite Campus using the “EC” as the grade level in the grade level field. Attendance must be taken for all Preschool (PK) students within Infinite Campus..

13. Summer Dropouts

These are students who were not dropouts at the close of the previous school year (2010-2011) but who fail to enroll by [October 1, 2011](#). Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10th grade in 2010-2011 but who is not re-enrolled on October 1, 2011 is reported as a 2011-2012 dropout for the 11th grade. To manage this information within Infinite Campus, enroll the student with the normal start date for the school year and end the enrollment using that same date with the end status of (02) “discontinued education – dropped out”. This will cause the student to be enrolled for one day.

Transfer students enrolled equal to or greater than 15 days will be counted as a drop for the serving school. If the student has been in the newly enrolled school less than 15 days, the drop would count at the state level only.

14. Service Types

Primary/Partial Enrollments: A student must have a “Service Type” in their enrollment. The service type of “Primary” is used when a student is in attendance greater than 50% (ex. 51%). A “Partial” service type is used when a student is in attendance less than 50% (ex. 49%). When a student is dually enrolled, they can only have one primary enrollment. The second enrollment must be partial. You cannot have two enrollments at 50% each. To check the service type – go to – Search>student>look for the student in question. Click on the enrollment tab for that student. Overlaps are permissible for up to 90 consecutive days if the student is dually enrolled with any of the following facilities:

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|--|--|
| Aberdeen JDC – 6001 | Keystone Treatment Center – Canton – 41001 |
| Chief Gall Alternative – Adolescent Treatment Center - 06901 | Our Home Chemical Dependency – Huron 2002 |
| Huron – JDC – 2002 | Pierre - JDC – 32002 |
| Rapid City – JDC - 51004 | Todd County – Wanbli Wiconi Tipi - 66001 |
| Volunteers of America - Shelter Care -Sioux Falls - 49005 | Volunteers of America – Adolescent - Sioux Falls - 49005 |
| Volunteers of America – New Start – Sioux Falls - 49005 | Sioux Falls – JDC - 49005 |
| Walworth County/Selby - JDC- 62005 | |

15. Resident/Serving (Attending) Districts and Enrollment Statuses

This is coded in the State Reporting Field under General Enrollment.
When a resident district and a serving district are different you must enter an enrollment status for that student. Please note that the enrollment status codes have changed. Students that are coded incorrectly could impact your funding not only for State Aid but also for allocations such as State and County Apportionment.

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|---------------------------------------|--|
| 1. B – Placed and Paid by Tribe | 6. M – Parentally Placed in Private School |
| 2. C – Contracting Student | 7. O – Open Enrollment |
| 3. E – Place and Paid by DSS | 8. P – Tuition Paid by District |
| 4. G – Whole Grade Sharing | 9. T – Tuition Paid by Other |
| 5. J – Placed and Paid by Corrections | 10. W – Tuition Waived |

16. Whole Grade Sharing

13-15-31. Approval and adoption of agreements for whole-grade sharing of students--Term-- Termination-- Requirements. Any agreement or contract entered into pursuant to § 13-15-30 shall be approved by the secretary of education and shall remain in effect for a period of at least three years. It shall provide for the sharing of governance among the participating school districts. The school board of each participating school district shall adopt the contract or agreement no later than February first of the school year proceeding the school year for which the agreement will

take effect. The contract or agreement may be terminated by any participating school district if that school district provides written notice to the other participating school districts at least eighteen months prior to the termination.

The contract or agreement shall adhere to the following provisions:

- (1) Students at one grade level within a school district are only eligible to attend school in another participating school district if all the students at that particular grade level within the school district are sent to another participating school district. The school boards of the participating school districts shall determine which students and which facilities will be shared under the terms of the agreement;
- (2) The participating school districts may negotiate the rate of tuition that will be charged for any student sent to attend school in another participating school district. However, the rate of tuition per year may not be less than the per student allocation as defined in § 13-13- 10.1 for that school fiscal year;
- (3) The fall enrollment as defined in § 13-13-10.1 for each participating school district shall include any students that the school district sends to another participating school district to attend school, and may not include any students that are sent to the school district to attend school from other participating school districts;
- (4) For the purposes of determining adequate yearly progress under the state's accountability system established in § 13-3-62, and calculating the graduation rates, any student sent to another participating school district to attend school shall be counted in the receiving school district; and
- (5) For the purposes of state aid for special education, the school residence of any student in need of special education or special education and related services who is sent to a participating school district to attend school remains with the sending school district. However, both the sending and the receiving school districts shall agree upon the student's individualized education program.

17. FRAM/Meal Status

The meal status for a student is set within FRAM. You can get to that field using this path: [Index>FRAM>Eligibility](#). The meal status information is a major component for AYP and is also used for the Teacher Cancellation Program. **You must have all Free and Reduced data entered by the end of October.** If you have any questions, please contact Teri Jung (773-8197).

You can create an Ad hoc filter to pull a list of all students that have a meal status other than 'standard'. The "MealStatus" field is located in [Food Service>Eligibility, eligibility](#). You can filter that list by selecting "Eligibility = F, R and that will return only those students with F or R for a meal status.

18. First Year in Country

First Year in Country is now located on the Identities Tab. Any student that is new to the country and enrolls any time between April 23, 2011 and April, 20, 2012 must be coded as First Year in Country. Please note; that you will need to enter the dates that the student first entered the US and the date that the student first entered and US School.

19. LEP

Only students who were identified as limited English proficient using the state approved identification test (W-APT) and take the State LEP Assessment (Access) should be coded as LEP.

20. Title I

Verify that the correct students have been identified with title selections. Please note that you should only use Title I codes on the enrollment if a school is Targeted Assisted Title I. If your school is School Wide Title I, the DOE will have Infinite Campus flag all students as receiving Title I services.

21. Foreign Exchange Students

Please remember to code foreign exchange students; these students are not required to take the annual SStep test. You can get to the field using this path: [Search>Student](#)>look for the student in questions. Go to the “enrollment tab” for the student, click on the current enrollment and scroll down to the State Reporting Area – “Citizenship. This field is a drop down and you can then select “Foreign exchange student” from the list of options. If they are not coded properly, the school will take a hit on the participation rate for AYP.

22. Contracting Students

If your district contracts to an out of state educational program (authorized under SDCL 13-15-11), students must be included and reported as attending out-of-state and also have an enrollment status of “C”. If receiving students from a contracting district (authorized under SDCL 13-27-1.3), student must be reported with an enrollment status of “C”.

23. County of Residence

You will need to check the county of residence of all students for accuracy. This data is vital for the proper payment of State and County Apportionment.

24. Overlaps

Once again the state will be sending out overlap reports this year. We ask that you contact the district in which your overlap or duplicate enrollment is with and resolve it promptly. You can run an overlap report within you district by using the [Student Information>Reports>Enrollment Overlap](#).

25. District Contact Information

Please check your Superintendent information within the Campus system and make any necessary changes. The information is located at: [System >Administration>Resources>District Information](#)>. Within that area there are fields to hold the name and address for the Superintendent of the district.

26. Cross Border Enrollment Agreements:

The South Dakota Department of Education has negotiated enrollment agreements with three bordering states: North Dakota, Minnesota and Iowa. Copies of these agreements can be found on the DOE website: doe.sd.gov/ofm/openenrl/crossborder/index.asp

Our agreements with the both North Dakota and Minnesota are “open enrollment” type programs and allow students to choose cross boarder attendance. Once approved by the receiving school district the eligible students are allowed to enroll in the neighboring state without the permission or any financial obligation of their resident district. Students are counted for funding purposes in the state in which they are enrolled. The reconciliation process of counting how many students come and go from each state is between the State Education agencies. Only students whose resident district is a “bordering” school district are eligible for these two programs. For student reporting purposes please see the below example:

MN student enrolling in SD

Resident district:	99086
Attending district	25003
Enrollment status	“O” open enrolled
Percent of day enrollment	100%

SD student enrolling in MN

Resident district:	25003
Attending district	99083
Enrollment status	“O” open enrolled
Percent of day enrollment	100%

Our agreement with Iowa is not an “open enrollment” type program. This agreement set a standard and uniform amount of tuition to be paid for each student that may be placed out of district/state by their resident district. This agreement does not allow for students to move freely between South Dakota and Iowa – the permission of the resident school district is required and tuition (the amount of this tuition is based on our inter-state agreement) will be paid by the resident district to the attending district.

IA student enrolling in SD

Resident district:	99087
Attending district	61001
Enrollment status	“P” tuition pd by district
Percent of day enrollment	100%

SD student enrolling in IA

Resident district:	61001
Attending district	99087
Enrollment status	“T” tuition pd by district
Percent of day enrollment	100%

27. Reporting Percent of Day Enrollment. (See: Admin Rule 24:17:01:07)

For the purposes of reporting day enrollment, a full-time student or 100 percent enrolled student is any student who is carrying a full course load. The term, full course load, means any student who is enrolled in at least five courses or is scheduled for a full school day. The term, full school day, means the amount time in the day between the start and end of classes during an average school day. If any student is enrolled in less than five classes or does not attend school for the full school day, the student shall be reported based on the percentage of classes taken or the portion of the full school day that the student is in school.

Fall 2011 Enrollment Reports

The public school district’s fall student data submission will generate two separate fall enrollment reports again this year. While they are both based on an enrollment date of September 30, their purpose is very different. The fall student data submission will generate a fall enrollment or “school census” (head count) to use for statistical comparisons and trends. This count is also used for a number of federal reports and grant allocations. As always, this count and past year’s fall census enrollment counts will be available on the following DOE web site: doe.sd.gov/ofm/fallenroll.asp

The criteria for inclusion in the **SCHOOL CENSUS FALL ENROLLMENT** are as follows:

- student must be enrolled on Friday, September 30
- enrollments in home school are excluded
- student must be enrolled greater than 49% to be included
- open enrolled students are counted in the school in which they are enrolled and served
- out of state students enrolled in SD schools are included in this count
- students are counted in the school in which they are enrolled (students tuitioned out of district will not be

counted back in the numbers for their resident district)

- count is reported in terms of whole numbers (no decimals)
- count is reported for all accredited and approved educational programs.

A second count for “state aid fall enrollment” will also be generated based upon the fall student data submission. The intended purpose of this count is to provide a public school district’s student count for state funding purposes. This count will be used by the 2012 Legislature to appropriate funding for the 2012-2013 school year.

The criteria for inclusion in the STATE AID FALL ENROLLMENTS are as follows:

Effective July 1, 2011, the Department of Education Office of State Aid and School Finance, will allow a student to be included in a district or school’s state aid fall enrollment count only when provided instruction by the district or school on the last Friday of September or the student is assigned by the district or school and tuition is paid by the district.

- student must be enrolled on Friday, September 30 (students exiting or failing to return to school by this date and students enrolling after this date will not be included)
- student’s count is based on percent of day enrollment
- enrollment in home school is not included
- students assigned out of district - for whom the district pays a tuition cost - are included
- The enrollment start date is when the student is admitted to the district; however, to be reported as 100% enrolled and included in the state aid fall enrollment the student must have been provided instruction by the district on the last Friday of September. If the student is admitted but has yet attended or participated in any classes the student must have a percent of day enrollment of 0%
- out of state students (except for open enrolled students from ND & MN) are excluded from this count,
- open enrolled students are included in the count for the school or district in which they are enrolled and served
- count is applicable to public school districts only.

Department of Education State Aid and Data Management staff will be working jointly to generate these reports and will be requesting district verification. Contact Susan Woodmansey at susan.woodmansey@state.sd.us or (605) 773-4748 with questions about these reports.

Infinite Campus Advisory Board

In 2006, the Infinite Campus Advisory Board was initiated with the following objectives:

1. Discuss questions and concerns with the Infinite Campus program and its use in SD K-12 public schools.
2. Provide feedback to Infinite Campus and the Department of Education on the effectiveness of the program.
3. Assist in the development of training programs for Infinite Campus.
4. Assist in the communication plans between Infinite Campus, the DOE, and K-12 public schools.

This Advisory Board is instrumental in testing new programming needed to the Infinite Campus System prior to the general release users. Contact any individual on the below list if you have any issues and/or concerns.

Deb Fredrickson, Watertown School District, Judy Merriman, DOE, Teri Jung, DOE, Laura Ellenbecker, DOE, Chris Martian, Rapid City School District, Tom Morth, DOE, Bev Draine, Spearfish School District, Kevin Anderson, Sioux Falls School District, Martin Sieverding, Menno School District, Linda Turner, DOE, Brenda Boyd, Northeast Ed. Coop, Stephanie Sondrol, Infinite Campus, Nancy Spoolman, Douglas School District, Joe Rutledge, Infinite Campus, Jeff Slocum, Bureau of Information & Telecommunications, Jamie Fry, Bureau of Information & Telecommunications